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# MANAGEMENT COUNCIL NEWSLETTER

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A summary of significant events of  
interest to USDA management

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CHANGES IN O&F DATA SERVICES.....Dr. Bruce R. Riggs has been named Deputy Director, Data Services, in the Office of Operations and Finance, effective July 9. Dr. Riggs comes to the USDA from the Office of the Secretary of the Treasury Department where he served as Deputy Director of the Office of Computer Science. Prior to that, he was a Senior Staff Member of the Office of Tax Analysis also at Treasury. Dr. Riggs holds a PhD degree in Economics from Wayne State University.

Dr. Tommye Cooper who has served as Acting Deputy Director of Data Services for the past fifteen months is returning to his position as the Director of the Fort Collins Computer Center. (Contact: Dean Crowther, O&F, ext. 78345)

MAX PETERSON NAMED FOREST SERVICE CHIEF.....R. Max Peterson, a deputy chief for the last five years, was designated the 11th Chief in the 74-year history of the agency. Peterson succeeds John McGuire who retired June 30.

The new Chief began his career with the Forest Service 30 years ago after graduating from the University of Missouri with a degree in civil engineering. He also has a master's degree in public administration from Harvard.

Following numerous assignments in the field and in Washington, Peterson was named Deputy Chief for Programs and Legislation in 1974; a post he has held since then.

OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU).....The Secretary has established the Office of Small and Disadvantaged Business Utilization which reports to and is supervised by the Secretary through the Assistant Secretary for Administration. Preston A. Davis, formerly of the Management Staff, has been named Acting Director. This office will implement and administer all programs under Sections 8 and 15 of the Small Business Act, as amended.

The primary mission of OSDBU is to maximize opportunities for small and disadvantaged businesses to participate in our Department's procurement, grant and loan and bank programs.

All functions performed by the Minority Business Assistance Division of OEO have been transferred to the OSDBU. In addition, those functions of the Procurement Division of O&F, dealing with the implementation of Federal statutes, Office of Federal Procurement Policy letters, Federal procurement regulations and reporting requirements relating to small and disadvantaged business are now under the jurisdiction of this new office.

1979 ASSISTANT SECRETARY FOR ADMINISTRATION AWARDS.....The first annual honor awards ceremony for individual and groups contributing to the missions and goals in Departmental Administration was held on June 20 in the Jefferson Auditorium. The following awards were presented by Dr. Wallace:

- Individual Awards for Excellence

- Deborah L. Jones (OSHM) - Secretarial and Administrative Support
- Gerrie B. Livaudais (NFC) - Administrative Support
- Harry C. Redd (OP) - Personnel Management
- Sandra J. Williams (NFC) - Administrative and EEO Program Support

- Group Awards for Excellence

- Linda M. Brick (OP) and William J. Riley, Jr. (OP) - Employee Relations and Conduct
- Calvin Murray, Lewis D. Saunders, Thomas S. Scates, Royce M. Shackelford, Samuel Shanklin and Julius D. Shaw - Support Services to the Office of the Secretary
- Frank DiGialleonardo (MS), Leo Choate (ASCS), Max Dutcher (FCIC), Coy Garrett (SCS), Allen Murray (FmHA), Gary Pastoria (FSQS), Gloria Talley (MS) and Richard Wheaton (SEA) - Field Structure Review Team
- Gerald Miske (MS), Vivian Moore (MS), Kip Kilmon (MS) and Fred Hazelwood, III (OEO), - Equal Employment Opportunity
- Vanessa Baldwin (OSHM), Cortez Martin (OSHM) - Employee Safety and Health

In addition, the following special awards were recognized:

- Presidential Recognition in cost reduction to Donna Campbell (NFC) and Genell Sorrell (NFC)
- Association of Government Accountants to Dennis Boyd (FNC)
- Certificates of Merit for Special Achievement to Barbara Baldwin (FNS)
- Certificate of Merit for Special Act to Donna Kern (ESCS)

FEDERAL GRANT AND COOPERATIVE AGREEMENT ACT STUDY.....Nine OMB study groups are now conducting a study of the Federal Grant and Cooperative Agreement Act as required by Section 8 of P.L. 95-224. To date, approximately half of the issue papers (over 600 pages) have been distributed to departmental grant contacts. The other half will be available on July 20 and comments are due back at OMB two weeks later. Final drafts of the study results, including department comments, are scheduled for publication in the Federal Register in late August. The Department will have 60 days in which to provide formal detailed comments on the study issues. The final report, due to be made to Congress by OMB in February 1980, will have a significant impact on the way the Department manages and uses contracts, grants and agreements for administering Departmental programs in the foreseeable future.

Five individuals from this Department participated in four of the study groups: George Kirstein (O&F), Janice Lockard (FNS), Darold Foxworthy (FS), William Phelps (SEA) and William Putnam (SCS). The OMB study managers have been highly complimentary of the assistance provided by this Department and these individuals. (Contact: Don Manns, O&F, ext. 75630)



SENIOR EXECUTIVE SERVICE.....On Friday, July 13, 1979, the Senior Executive Service (SES) was inaugurated in the Department of Agriculture. Three hundred twenty one executives elected to become charter members of the new service established by the Civil Service Reform Act of 1978. One hundred thirty-two have been appointed to SES-Career Reserved positions which can be filled by executives with career status only.

Secretary's Memorandum No. 1626, Revised, Executive Resources Boards, was signed on July 2, 1979. It provides for a Secretary's Executive Resources Board and ten program Executive Resources Boards to conduct the merit staffing process for career appointment to the SES. These Departmental boards will be used to coordinate all SES activities including the Performance Review Boards required by the Act.

A USDA appraisal system for SES executives has been approved by OPM. On October 1, 1979, all executives will be required to have written performance requirements with critical elements identified.

Departmental Performance Review Boards will convene at the end of Fiscal Year 1980 to make recommendations to the Secretary on ratings and awards. (Contact: Jack Carson, OP, ext. 72830)

STUDENT VOLUNTEER SERVICE.....The Civil Service Reform Act of 1978 authorizes Federal Departments to establish programs to provide educationally related work assignments for students in nonpay status. The acceptance of student volunteer service enables agencies to contribute to the enrichment of educational programs. Additionally, the program:

1. Promotes a strong relationship between the efforts of educators and the occupational needs of Federal employers and students;
2. Provides opportunities for students to become involved in early career exploration as a basis for making realistic decisions regarding their future careers;
3. Provides exposure to the work environment as a means of encouraging students to develop work ethics and to acquaint them with various Federal missions;
4. Encourages student interest in new or developing occupations and professions; and
5. Supports affirmative action programs, through a career awareness approach, to assure that minorities, women, and the handicapped are informed of occupations available within Government.

Guidelines for use of student volunteers are available from agency personnel offices. (Contact: Patricia J. Killen, OP, ext. 72435)

ETHICS IN GOVERNMENT ACT.....On June 22, President Carter signed amendments to the post employment restrictions of the Ethics in Government Act. These amendments affect only those restrictions on designated senior employees.

Prior to the amendments, there was a two year ban on former senior employees assisting in representing any other person to the Government on specific matters in which the employee participated personally and substantially or which were under the employee's official responsibility. The amendments limit the ban to assisting in representing by making a personal appearance before the Government and limit the prohibited matters to those in which the employee participated personally and substantially.

The amendments exclude former Federal employees who work for accredited colleges or universities, state or local governments, or nonprofit medical research or treatment facilities from the one year ban on contacting their former Departments, as long as the contact is on behalf of their employer.

These restrictions apply to Executive level employees after July 1, 1979. The restrictions will apply to other senior level (GS-16 and Above) employees only after they are advised that their positions have been designated senior positions under the Act and no earlier than October 1, 1979. (Contact: W. J. Riley, Jr., OP, ext. 77654)

MINORITY EMPLOYMENT IN KEY OCCUPATIONAL SERIES.....March 1979 figures obtained from the new EEO Tracking and Evaluation System show that minorities constitute less than ten percent of the permanent, full time general schedule USDA employees in the following key occupational series being tracked: Economist, Administrative Officer, Entomology, Range Conservationist, Soil Conservationist, Soil Conservation Technician, Forestry, Forestry Technician, Soil Science, Agricultural Management, Engineering Technician, Civil Engineering, Loan Specialist and Agricultural Commodity Grading. These are the series in which the Department must improve if we are to make significant progress in this area. (Contact: Jackie Sutton, OEO, ext. 77813).

GOVERNMENTWIDE AGE DISCRIMINATION REGULATIONS.....On June 12, the Department of Health, Education and Welfare issued governmentwide regulations prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance (44 Federal Register 33768). The law upon which the prohibition is based, the Age Discrimination Act, 42 U.S.C. 6101, et seq., becomes effective as each Department publishes its own regulations, using the governmentwide regulations as a guide. OEO will be drafting USDA regulations for public comment. Copies of the governmentwide regulations are being distributed to agency equal opportunity directors by OEO. (Contact: Bill Payne, OEO, ext. 77327)